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## OFFICE OF THE DIRECTOR

Action Memorandum No. A-367Date 22 April 1964

TO : Director of Personnel

VIA : Deputy Director/Support

SUBJECT : Review of the Agency Placement Program

REFERENCE:

1. I would like to review at this time our placement capabilities and procedures since I foresee the growing importance of this Program as we execute our separation procedures more effectively. Also we should be fully prepared for the time when our Early Retirement Legislation is enacted into law.

2. In particular I wish to make certain that we will be able to handle quickly and effectively the cases of all individuals who will require this assistance. I would like to know how many individuals are assigned full time to the Placement Branch, how many cases the Branch currently handles each month, how many additional cases it could handle without increased personnel and how effective the Branch has been in placing our people in various types of jobs. In particular what is the record of the Placement Branch in finding jobs for individuals who left the Agency in the [ ]?

3. A point that should receive special attention in your response is the extent to which the Placement Branch seeks, and receives, the assistance of various Agency offices having contacts with potential employers; such offices might be [ ] etc. I recognize that proper channels and adherence to sound security practices must be used if these offices are involved, but I believe that if we are meticulous in preparing the dossiers of individuals seeking jobs, we should not hesitate to approach

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potential employers with whom we might have a special relationship. By following a practice of complete honesty and objectivity, various employers will, over a period of time, come to welcome the opportunity to review our candidates. Once Early Retirement Legislation is enacted, there will be a considerable increase of men and women leaving the Agency who will have considerable attraction for various commercial firms, government agencies, and educational and other institutions.

4. Since the Agency placement effort will be an increasingly important one, I believe we should make certain that our placement program will be equal to the job. Please advise me of any suggestions you have on how our separation program can be improved and of any special problems encountered. I would like to receive your comments and suggestions by 13 May.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

O/ExecDir:  :kc

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Next 2 Page(s) In Document Exempt

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